

■■ FluentMinds Podcast – Episode 2C

■■ FluentMinds Podcast – Episode 2C: Top English Phrases for Talking to Your Boss Professionally – FluentMinds Podcast Ep 2C

[Intro – Alex]

You have 5 seconds to decide if this video is worth your time — so here's what you'll get:

- Powerful phrases to update your boss like a pro
- How to request more time without sounding weak
- Polite ways to say "I'm busy" while still sounding helpful
- Real pronunciation practice with stress and rhythm

Let's go — Episode 2C of the FluentMinds Podcast is all about talking to your boss in English without sounding awkward, robotic, or passive.

If you missed Episode 2A and 2B, we covered:

- How to lead meetings confidently
- How to agree and disagree without sounding rude

Go check those out after this. For now — let's make sure your English helps you *shine* in front of your boss.

■ Phrase 1: "Just to keep you in the loop..."

[Alex]

Let's start with a phrase that shows initiative without being overbearing:

- "Just to keep you in the loop..."

That means: “Here’s what I’m doing — I respect your time and want to keep you updated.”

[Sam]

“Just to keep you in the loop, we finalized the report this morning.”

[Alex]

Nice. Now say it again — but **link** it:

■ **Justa keep you in the loop...**

All one breath. Don’t pause after “just.”

[Sam]

“Justa keep you in the loop, we finalized the report this morning.”

[Alex]

Perfect. Now try this synonym:

■ “Here’s a quick status update...”

[Sam]

“Here’s a quick status update — we finalized the report this morning.”

[Alex]

Good. One more:

■ “I wanted to quickly update you on...”

You’re giving your boss control of the conversation **without** sounding hesitant.

■ Phrase 2: “Would it be possible to get an extension on...”

[Alex]

Next one: requesting more time.

■ “Would it be possible to get an extension on...”

[Sam]

“Would it be possible to get an extension on the deadline?”

[Alex]

Great — now let’s chunk it.

Say:

“Would it be POSSible...” – stress on “POSSible” ■■

“...to get an exTENSion...” – stress on “exTENSion” ■■

“...on the DEADline.” – fall on “deadline.” ■■

Let’s hear it.

[Sam]

“Would it be POSSible to get an exTENSion on the DEADline?”

[Alex]

That’s it. You sound respectful, not desperate.

Let’s try this variation:

■ “Is there any flexibility on the timeline?”

[Sam]

“Is there any flexibility on the timeline?”

[Alex]

Nice rhythm. Last one:

■ “Could we look at pushing the deadline slightly?”

Remember — *slightly* = soft landing, don’t punch it.

[Sam]

“Could we look at pushing the deadline slightly?”

[Alex]

Beautiful. You sound like someone who manages their work, not someone who’s behind.

■ Phrase 3: “Here’s what I’m currently prioritizing...”

[Alex]

This next one shows you’re organized and thinking ahead.

■ “Here’s what I’m currently prioritizing...”

[Sam]

“Here’s what I’m currently prioritizing: final edits on the proposal.”

[Alex]

Great. But watch your flow — say:

■ “Here’swha-dum currently prioritizing...”

We reduce “I’m” and link “what I’m” → “wha-dum”

[Sam]

“Here’swha-dum currently prioritizing...”

[Alex]

Awesome. Two more versions:

■ “My main priorities right now are...”

■ “I’m currently focusing on...”

They all sound proactive — you’re not waiting to be told what to do.

■ Phrase 4: “Let me know if you’d like me to shift focus.”

[Alex]

And finally, this one is subtle — but powerful.

■ “Let me know if you’d like me to shift focus.”

[Sam]

“Let me know if you’d like me to shift focus.”

[Alex]

Good. Now break it down:

■ “Letme know...” – smooth

■ “if you’d LIKE me...” – emphasis on LIKE

■ “to shift FOCUS.” – stress “FOCUS,” drop your tone ■■

[Sam]

“Let me know if you’d LIKE me to shift FOCUS.”

[Alex]

Exactly. You’re not overstepping. You’re showing awareness and offering flexibility.

Try these two too:

■ “Happy to re-prioritize if needed.”

■ “Let me know if you’d prefer I direct my time elsewhere.”

All of them = you’re a team player.

■■ Final Recap – Say It With Us

[Alex & Sam, repeating]

“Just to keep you in the loop...”

“Would it be possible to get an extension on...”

“Here’s what I’m currently prioritizing...”

“Let me know if you’d like me to shift focus.”

[Alex]

Awesome job. These are real-world expressions. You’ll hear them **all the time** in English-speaking offices — and now you know how to say them, too.

Next time, we’ll look at how to talk to **clients** without sounding robotic or overly formal.

Until then, remember:

■ “Fluent” doesn’t mean “perfect” — it means **effective.**

See you in Episode 2D.